

IV.2 POLICIES AND PROCEDURES FOR CALCULATING ORDINARY FACULTY LOADS (See also attachment 1: Independent Study Form)

Teaching load assignments are guided by the University (*University Faculty Handbook* Ch. 7) as follows: *12 credit hours per semester is the maximum teaching load for the Ordinary Faculty of Loyola University New Orleans. A 12 credit hour teaching load will involve no more than 3 lecture course preparations.* Most faculty in the College of Humanities and Natural Sciences teach 9 or fewer credit hours per semester and usually have only 2 course preparations. Course loads are defined in the initial faculty contract with the College; tenure-track faculty normally receive a 2-2 load in their first year of teaching and a one-course reduction each year up to, but not including, their tenure year. Three of these course load reductions can be turned into a one semester research level on the recommendation of the chair of the department and the dean. Senior faculty have the possibility of receiving a research course release, depending upon the size of the department and other conditions spelled out in the College's research course release protocol.

Contracted teaching loads do not, unless explicitly stated, include a selection privilege for either the days or times associated with a weekly course schedule. Faculty may make requests to the department chair but are ultimately expected to teach their full contracted load on the assigned days and times.

Adjustments to Teaching Loads

The University Faculty Handbook (*Ch. 7*) lists a number of possible reasons for teaching load adjustment. Within the College of Humanities and Natural Sciences the most common reasons are administrative duties, a course release for research, releases associated with grants, and a particularly heavy service load (such as chairing the University Faculty Senate or editing a major journal). Faculty with eighteen credit hours directing independent studies, research projects or honors theses as overloads may apply for a one course reduction. Any reduction from the contracted load (typically 9 credit hours per semester for tenured faculty in the College) is subject to change and subject to the approval of the Dean.

Research Course Release Protocol

I. Research Course Releases for Tenure-Track Faculty:

First year Tenure-track faculty: 2-2 course load¹

Tenure-track faculty from year 2 through the year prior to tenure and promotion review: 3-2/2-3 course load (no more than 6 research course releases can be given to any one tenure-track faculty member). Should a faculty member come with prior years toward tenure, the total would be reduced by one for each year of prior service.

The minimum teaching load allowed when a 3-2/2-3 teaching load is expected is 2-2. Grant/fellowship proposals requesting a lower teaching load must have the approval of the dean and departmental chair. Junior research semester release: Junior faculty may choose to use 3 of their course releases, in consultation with their chair, toward a semester research leave. The junior faculty semester research

¹ This is a recommended load for first year faculty. If, for curricular reasons a department cannot offer the faculty member a 2-2 load the first year, the additional course release will be made available to the faculty member in a subsequent year.

leave is to be taken after the second year at Loyola and must be coordinated in such a way as to enable the department to cover its curricular commitments.

In the case of a faculty member receiving a research grant or fellowship for an unpaid research leave for a semester or a year, the junior semester research leave will normally be relinquished.

II. Research Course Releases for tenured faculty and tenure-track faculty once the decision on tenure and promotion has been made²:

- For departments with 1-3 tenured faculty: no more than 1 research course release per year for the tenured faculty
- For departments with 4-6 tenured faculty: no more than 2 research course releases per year for the tenured faculty
- For departments with 7-9 tenured faculty: no more than 3 research course releases per year for the tenured faculty
- For departments with 10-12 tenured faculty: no more than 4 research course releases per year for the tenured faculty

All research course releases for the tenured faculty depend on a department first meeting its curricular requirements. Any exceptions to the above require the signature of the department chair and the dean of the college. If a department finds that, due to curricular demands, it cannot take advantage of research course releases for its tenured or non-tenured faculty, SORC must take this under advisement in determining merit for faculty in that department. The CRTC also needs to be advised when candidates come up for rank and tenure.

Departments are requested to develop, as part of the departmental protocol, the method for selecting those faculty who will receive research course releases.³ Departmental protocols should include a research committee that solicits and reviews proposals based on clear criteria.⁴

² Including those faculty who have received a favorable vote for tenure but have not yet formally received tenure. When a department has a faculty member with an endowed chair or a university professorship who is receiving course releases for research as part of his or her contract, that faculty member is not eligible for this research release in addition to the contractual releases; nor can that faculty member be counted toward the totals for each department.

³ Faculty cannot buy themselves out of courses, except with grant monies. Faculty cannot double up their courses one semester and not teach the following semester. No faculty member who is not on leave or sabbatical can teach 0 courses in any given semester.

⁴ The following protocol is based upon the protocol for the Department of Mathematics: "Course releases for research activities are awarded to faculty as outlined in the protocol for the College of Humanities and Natural Sciences. For tenured faculty these are awarded on a competitive basis. In the spring of the academic year before any future release is available the Chair will submit to the tenured faculty a request for research proposals for a course release. The chair, together with one member of the tenured faculty elected by the ordinary faculty, will rank the applications based on the quality of the proposal, past course releases/sabbaticals or leaves and recent research activity. Recommendations for course releases will be submitted to the Dean for approval."

Department protocols for determining research course releases need to include a list of priorities. A faculty member with a current research project and who has not recently had a research course release, research leave or sabbatical should have highest priority. Faculty who have recently had a sabbatical or a paid or unpaid research leave should be lower in the priority list.

If a faculty member receives a research course release and does not report or show results from the release, that faculty member should also be lower in the priority list. Faculty with no research projects over a three year period are not eligible.

Summer Session Teaching

Teaching in the summer session is typically considered out-of-load for College of Humanities and Natural Sciences faculty (most of whom will be on standard 9-month contracts for Fall/Spring teaching only). All members of the Ordinary faculty as well as full-time adjunct faculty are eligible to teach in summer sessions for additional compensation. Members of the Ordinary Faculty have priority over part-time and full-time adjunct faculty for Summer Session appointments.

Study Abroad Teaching

Unless otherwise contracted, all teaching of study abroad courses or programs will be considered out-of-load, regardless of the length of the program or the semester or session in which it is conducted.